

## RISK MANAGEMENT INSTRUCTION SHEET

1. **Mission/Task** - Describe the mission/task to be executed. For example: Convoy operation.
2. **Mission/Task Date Time Group (DTG)** - Enter DTG (day, month, and time) when the mission/task is planned to begin and it is planned to be completed.
3. **Date Prepared** - Enter day/month/year the worksheet was completed.
4. **Prepared By** - Enter the rank, last name, and duty position of the person who prepared the worksheet.
5. **Identify Hazards** - Identify hazards by reviewing METT-T. Sources of METT-T facts and historical hazards include: Mission/task instructions, recon, experience of leaders and troops, unit SOP and unit accident history. Objective is to identify hazards that are most likely to result in accidental injury or equipment damage. Enter hazards in block 5.
6. **Initial Risk** - Determine the risk of each hazard by applying the risk assessment matrix. For each hazard, enter in block 6 risk level with severity and probability. For example: EH, A, I = Frequent Catastrophic or M, D, II = Seldom, Critical.
7. **Develop Controls** - For each hazard, develop one or more controls to eliminate or reduce the risk. As needed, specify the who, what, where, when, and how of each control. Sources include those listed above for block 5.
8. **Residual Risk** - For each hazard, use the risk assessment matrix to determine the level of risk remaining after the controls are implemented with severity and probability included. Use example in paragraph 6 to complete this block.
9. **Determine Mission/Task Risk** - Identify the highest remaining residual risk and mark risk level in block 9.
10. **Implement Controls** - For each control, enter in block 10 how it will be put into effect/communicated to personnel conducting the mission. For example: instructions, tactical/safety/garrison SOP's, rehearsals, and verbally brief.
11. **Who/How Supervised** - For each control, enter in block 10 how it will be monitored to ensure it is implemented. For example: continuous supervision, spot-checks, situation reports, the buddy or soldier self-discipline, Platoon Leader/Sergeant, Squad Leader.
12. **Command Review** - Review Risk Management Worksheet to ensure USARC and unit policies are being followed.
13. **Command Approving Authority** - Decide to accept or not accept the level of residual risk for the mission. Use USARC policy and Unit SOP to determine who is authorized to accept levels of risk. Enter in block 13 the appropriate Command Approving Authority for the risk level marked in block 9.
14. **Controls Effectiveness** - After the mission/task is completed, determine the effectiveness of each control reducing the risk of the targeted hazard. In block 13, enter "yes" if the control was effective and "no" if the control was not effective. For each control that was not effective, determine why and what to do the next time this hazard is identified. For example: change the control, develop a different control or change how the control will be implemented.

### 15. Matrix - Key Definitions -

**Catastrophic** - Death or permanent total disability, system loss, major property damage.

**Critical** - Permanent partial disability in excess of 3 months, major system damage significant property damage.

**Moderate** - Minor injury, lost workday accident, compensable injury or illness, minor system damage, minor property damage.

**Negligible** - First aid or minor supportive medical treatment, minor system impairment.

**Extremely High** - Loss of ability to accomplish mission.

**High** - Significantly degrades mission capability in terms of required mission standards.

**Medium** - Degrades mission capabilities in terms of required mission.

**Low** - Little or no impact on mission accomplishment.

		HAZARD PROBABILITY				
		FREQUENT	LIKELY	OCCASIONAL	SELDOM	UNLIKELY
S E V E R I T Y		A	B	C	D	E
	CATASTROPHIC I	Extremely High				
	CRITICAL II		High			
	MODERATE III		Medium			
	NEGLIGIBLE IV		Low			

Level of Risk	Authority to Accept Risk
Extremely High	First GO in Chain of Command
High	Per RSC/DRU Command Guidance
Medium	Per RSC/DRU Command Guidance
Low	Per RSC/DRU Command Guidance

Risk Management

**RISK MANAGEMENT WORKSHEET**

Fort Somewhere, GA

1. Organization and Unit Location:					2. Page		1		of		1				
3. Mission/Task:					4. DTG Begin:			5. DTG End:			6. Date Prepared:				
7. Operational Phase in which the Mission/Task will be conducted:															
8. Prepared by: (Name/Rank/Duty Position)															
9. Identified Hazards:				10. Assess the Hazards: Initial Risk: (Must Be Filled In By Hand)		11. Developed Control Measures for Identified Hazards: (Specific measures taken to reduce the probability and severity of a hazard)				12. Make Risk Decisions: Remaining Risk: (Must Be Filled In By Hand)		13. How to Implement the Controls: (Include SOPs and References, PCI, etc.)		14. Supervision and Evaluation by: (Continuous, Leader Checks, Buddy System, SITREP, etc.)	
(Be Specific)				L M H E		(Be Specific)				L M H E		(Be Specific)		(Be Specific)	
15. Remaining Risk Level After Countermeasures Are Implemented: (CIRCLE HIGHEST REMAINING RISK LEVEL) →						<b>LOW</b>		<b>MEDIUM</b>		<b>HIGH</b>		<b>EXTREMELY HIGH</b> <b>USARC- Must be General Officer</b>			
16. RISK DECISION AUTHORITY: (Approval Authority Signature Block)(If Initial Risk Level High or Extremely High, Brief Risk Decision Authority at that level on Controls and Countermeasure used to reduce risks.)															
(Signature indicates only that the appropriate risk decision authority was notified of the initial risk level, control measures taken and appropriate resources requested)															

Original - Operations Shop    Yellow- Safety Office for review    Pink- Retain with operation document

\*USARC Authority for Extremely High is the first General Officer in the chain of command